

Department of Administration



200 South President Street
Post Office Box 17
Jackson, Mississippi 39205-0017

October 02, 2014

NOTICE TO SUPPLIERS OF UMPIRES, REFEREES & OTHER SPORT OFFICIALS:

DUE DATE & WHERE

Sealed, signed bids are invited and will be received by the City of Jackson, Mississippi, until 3:30 P.M. in the City Clerk's Office. The bid must be stamped in by 3:30 P.M., Tuesday, November 04, 2014, at which time said bids, will be publicly opened at the City Hall located at 219 S. President Street, Jackson, MS 39201 for the following:

Thirty-Six Months of Providing the Necessary Officials for Various Sports

Term: January 01, 2015 through December 31, 2017

See attached Specifications/Descriptions

SPECIFICATION QUESTIONS

For additional information regarding specifications contact: Samuel Miller, Deputy Director, Department of Parks & Recreation at (601) 960-0716.

EBO REQUIRED

The City of Jackson is committed to the principle of non-discrimination in Public Purchasing. It is the policy of the City of Jackson to promote full and equal business opportunities for all persons doing business with the City. As a pre-condition to selection, each contractor, bidder or offer shall submit a completed and signed Equal Business Opportunity (EBO) Plan Application, with each bid submission in accordance with the provisions set forth by the authority of the City of Jackson's EBO Ordinance. Failure to comply with the City's EBO Ordinance shall disqualify a contractor, bidder or offer, from being awarded an eligible contract. For more information on the City EBO Program, please contact the Office of Economic Development at (601) 960-1638. Copies of the EBO Ordinance, EBO Plan Application and a copy of the EBO Program are available with the Office of Economic Development at 200 South President Street, Second Floor, Jackson, Mississippi.

BID PACKAGE REQUEST

Bid Package with specifications may be secured from the City of Jackson's website at www.jacksonms.gov, or the Purchasing Division located in the Warren Hood Building, 200 South President Street, Room 604, Jackson, MS 39201, Phone no. (601) 960-1025.

SUBMITTING A BID AND NOTES

1. You are required to submit three (3) copies: one (1) original and two (2) copies to include: **(proposal form), (completed EBO application)** and any additional information you submit: e.g. **(warranty, research data sheets, booklets, pamphlets, etc)** or your bid will be considered non-responsive.

2. **Your completed and signed proposal pricing section must be returned along with all required/mandatory documents:** e.g. (bids with multiple sections, parts, pages and/or a check list).
3. Your bid price(s) must be submitted on the proposal form provided by the City unless otherwise instructed
4. Do not return the instruction and specification section with your proposal forms. Retain these documents for your files. (Only return, required warranty, detail check-off list and equipment documents.)
5. Proposal Forms must be legibly handwritten or typed; if not, they will be considered non-responsive. All errors or corrections must be crossed out and changes must be printed in ink or typewritten. All changes must be initialed in ink by the representative signing the bid.
6. The unit price will always govern in determining the extended price or the total. **Please, review your price(s) carefully before submitting your bid.** No bid shall be altered or amended after the specified time for bid opening or once delivered.
7. **The (manufacturer's name) and (model number) must be stated when required for each item.** Any item without this information may not be considered.

ALTERNATIVE BIDS AND NOTES

8. Alternate bids are not acceptable, unless submitted in a separate sealed envelope. Do not submit prices for more than one product or the same product per item. Only one product, size and price per bid item as specified in the bid package.
9. Alternate bids may be submitted but not necessarily accepted by the City. The City reserves the right to determine whether an alternative bid offered is equivalent to and meets the standards and/or specifications stated. **Alternative bids must be submitted on the bid proposal form furnished by the City of Jackson, (include any additional required copies).** Otherwise, the bids will not be considered.
10. Any bid received with limiting or conditional requirements will automatically be deemed non-responsive.

Example:
 1. All or none
 2. All items must be ordered at the same time.
 3. Specified amount to be ordered.
 4. No notation or other packaging pricing below the submitted price.
11. Bid openings will be conducted and open to the public. However, they will serve only for the opening and reading of the bid price and in no way considered as an award.

WHERE TO SEND BID AND NOTES

12. Please send three (3) signed copies: one (1) original and two (2) copies in a sealed envelope addressed to: City Clerk's Office of Jackson P. O. Box 17, Jackson, MS 39205 or hand delivered to the City Clerk's Office of Jackson, 219 South President Street, Jackson, MS 39201 until 3:30 P.M. per the above instructions.
13. **Only One (1) complete bid submission allowed per delivery envelope, if more than one bid proposal is submitted per a delivery envelope, it will not be accepted as an official bid.**

14. As required, write on the outside of the delivery envelope the (entire bid number) and (return address.)
15. Facsimile transmitted bids or other documents are not acceptable.

EMPLOYEE BIDDING

16. It is illegal for any City official, employee and/or immediate family member to serve as a vendor for the City of Jackson. Bidding by city employees is prohibited. It is hereby declared unlawful for any city official to: bid on, sell, or offer for sale any merchandise, services, equipment, material, or similar commodity, during the tenure of his or her employment, or for the period prescribed by law thereafter, or to have any interest in the selling of the same to the City of Jackson. (§ 25-4-105) (Miss Code 1972 as amended)

SUBMITTING A NO BID

17. Submit only one (1) proposal form indicate: "No Bid", (Company's Name/Address) and (Sign).
18. As required, on the outside of the deliver envelope indicate: (No Bid) and (Entire Bid Number). All "No Bids" should be submitted on the same scheduled opening date and time to be recorded with all other bids.

CITY OF JACKSON RIGHTS

19. The City reserves the right to waive any general, special conditions and/or minor specification deviation when considered to be in the best interest of the City of Jackson, providing such waiver is not given so as to deliberately favor any single vendor and would have the same effect on all vendors. The City reserves the right to reject any and all bids. The City reserves the right to waive any and all informalities in respect to any bid submitted. Bid awards will be made to the lowest and best bidder quoting the lowest net price in accordance with specifications. The award could be according to the lowest cost per item or to the lowest total cost for all items; or to accept all or part of any proposal. Where it is known prior to advertising that the City's intention is to award according to the lowest total cost for all items, or in some variation thereof, this statement will be included on the proposal form. Absence of such statements means the City will make that determination during the bid tabulation. Delivery time may be considered when evaluating the bid proposal.

VENDOR BID AGREEMENT

20. One-time bid awards: must be valid for a minimum of 60 days from the bid opening date.
21. Term bid awards: must be valid for the duration of the terms defined in the proposal for each bid. Vendors may not withdraw a bid prior to the end of 60 days or the stated terms of said bid. Vendors who do not comply with this requirement shall be considered non-responsive.

By signing this bid proposal, the vendor agrees to hold the submitted bid price firm for the term of the bid stated. Only if it applies, the vendor understands the estimated quantity stated and amount to be ordered may be over or below the estimated usage stated in the bid. This is not in any way a guaranteed amount to be ordered. A purchase order will be issued by the Purchasing Division for the requested quantity to be ordered from the using department

The vendor should understand their failure to stand behind the agreement could cause a statement of failure to perform to be placed in the company's file and/or the company to be placed on hold with the City of Jackson or the agreement of award to be cancelled. By signing the bid, you understand and agree to all the terms of the bid.

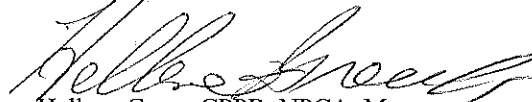
DELIVERY & OTHER COST

This order is to be delivered F.O.B., prepaid and allowed, Jackson, Mississippi, within the number of days stated after the receipt of our purchase order. "Note, all cost must be included in the bid price." No additional cost can be attached to a bid order.

TAXES

SALES TAX AND FEDERAL EXCISE TAX ARE NOT TO BE INCLUDED IN ANY BID PRICE. THE CITY OF JACKSON ASSUMES NO TAX LIABILITY.

CITY OF JACKSON, MISSISSIPPI


Helene Greer, CPPB, NPCA, Manager
Purchasing Division

HG/kb
09649

SPORTS OFFICIALS (VARIETY OF SPORTS) PERFORMANCE WORK STATEMENT

1. **SCOPE OF WORK:** The contractor shall provide certified officials for youth football, basketball, soccer, volleyball, baseball, kickball and softball, as well as adult basketball, soccer, volleyball, flag football, kickball and softball. The contractor shall comply and abide by all policies as set forth in this statement of work and requirements necessary to perform Sports Official services.

2. **RULES:**

a. The contractor shall ensure that all officials are knowledgeable on the rules, floors, playing fields, markings, and guidelines governing each sport. Officials will be required to successfully complete 3 hours of classroom instruction (rules knowledge), 3 hours of field mechanics and a recognized Certification Course and Exam (i.e., NCAA, ASA, USSSA, MHSAA, NFHS etc) in order to be certified to perform officiating services with the City of Jackson Department of Parks and Recreation. The contractor shall provide copies of the certification cards to the City of Jackson Department of Parks and Recreation along with the officials' roster that is due at the beginning of each sport. Scorekeepers will be required to successfully complete 3 hours of classroom instruction provided by City of Jackson Parks and Recreation staff.

b. The contractor shall also be responsible for having a representative present at the coaches meeting for that sport. The City of Jackson Department of Parks and Recreation will set up coaches' meetings.

c. The following is a list of sports and the rules that govern them:

Youth:

- (a) Softball –ASA, USSSA, MHSAA, MSAIS, NFHS and Local By-Laws
- (b) Basketball – MHSAA, NFHS and Local By-Laws
- (c) Football – MHSAA, MSAIS, NFHS and Local By-Laws
- (d) Volleyball-MHSAA, MSAIS, NFHS and Local By-Laws
- (e) Soccer – USSF and Local By-Laws
- (f) Kickball – WAKA and Local By-Laws
- (g) Baseball – MHSAA, MSAIS, NFHS, and Local By-Laws

Adult:

- (a) Softball - ASA, USSSA and Local By-Laws
- (b) Basketball - MHSAA, MSAIS, NFHS and Local By-Laws
- (c) Flag Football - NIRSA, MHSAA, MSAIS, NFHS and Local By-Laws

(d) Volleyball-MHSAA, MSAIS, NFHS and Local By-Laws

(e) Soccer – USSF and Local By-Laws

(f) Kickball – WAKA and Local By-Laws

3. The City of Jackson Department of Parks and Recreation will determine the rules under which each sport will be played. The contractor shall be supplied with a copy of the local by-laws. The officials shall be responsible for administering these by-laws in all adult and youth competitions.
4. The contractor shall be responsible for providing the officials with the appropriate rulebook governing each sport.
5. SCHEDULING: The contractor shall ensure that certified officials adequately staff all games. The Recreation Coordinator will supply the contractor with a weekly game schedule on the Thursday prior to the start of a weekly schedule period.
6. Prior to each season sports program beginning, the contractor shall provide the Recreation Coordinator with a roster of all officials who are eligible to officiate for that sport with the Department of Parks and Recreation. Information included will be first and last name, phone number, e-mail address if available, and a copy of each official's certification card for that sport. All officials and scorekeepers must be at least 18 years or older.
7. The schedule will include game, date, times, and locations. All officials shall be required to arrive at least 15 minutes prior to the start of the game and sign-in on required form.
8. The Recreation Coordinator has the right to inform the contractor when an official(s) will not be allowed to referee a game due to lack of knowledge of rules, on court/field conduct, on court/field personal presentation, or any other reason deemed necessary by the Recreation Coordinator.
9. Scorebooks and sign-in sheets will be delivered to location by Recreation Coordinator or Parks and Recreation representative
10. REQUIRED OFFICIALS: The number of officials required, per game, for adult and youth is as follows:
 - a. Adult Basketball – 2 officials (MHSAA or MSAIS /NFHS Certified). 2 trained scorekeepers.
 - b. Adult Flag Football – 3 officials (NFHS/MHSAA or MSAIS Certified) (Down Marker will be performed by teams). 1 trained scorekeeper, if requested by recreation coordinator.
 - c. Adult Kickball - 2 officials (WAKA) Teams will provide scorekeeper and 1 additional official, if needed. The certified officials provided by the contractor shall have primary authority in making calls.
 - d. Adult Volleyball – 2 Officials (NFHS/MHSAA or MSAIS Certified) 1 trained scorekeeper.

- e. Adult Softball – 2 officials (USSSA/ASA Certified) 1 trained scorekeeper.
 - f. Adult Soccer – 2 officials (USSF minimum Grade 7 Certified) Scorekeeper not required.
 - g. Youth Basketball -3 officials 2 officials (MHSAA or MSAIS /NFHS Certified). 2 trained scorekeepers.
 - h. Youth Football - (MHSAA or MSAIS /NFHS Certified) 2 Officials (Down marker will be performed by teams). 1 scorekeeper, if requested by recreation coordinator.
 - i. Youth Kickball - 2 officials (WAKA) Teams will provide scorekeeper and 1 additional official, if needed. The certified officials provided by the contractor shall have primary authority in making calls.
 - j. Youth Volleyball – 2 officials (NFHS/MHSSA or MSAIS Certified) 1 trained scorekeeper.
 - k. Youth Softball - 2 officials (NFHS/MHSAA /USSSA /ASA Certified) 1 trained scorekeeper.
 - l. Youth Soccer - 3 officials (USSF Certified) Scorekeeper not required.
 - m. Youth Baseball – 2 Officials (MHSAA or MSAIS /NFHS Certified) 1 trained scorekeeper.
11. LEAGUE CHAMPIONSHIP: The contractor, when requested, shall supply the number of officials as required plus one (1) additional official for championship games. Tournaments will follow same number of officials as listed in section 10.
12. DRESS AND APPEARANCE: The contractor shall ensure that all officials meet the proper and professional dress codes as stated below:
- a. Basketball: Striped shirt, black pants without belt loops, black shoes, and black socks.
 - b. Flag Football: Striped shirt, black pants/shorts (Officials will present a uniform appearance, all in shorts, or all in pants). When shorts are worn, officials will wear white socks, black shoes, and black cap with white piping. When pants are worn, officials will wear black socks, black shoes and black cap with white piping. Head official will wear white cap.
 - c. Softball: USSSA Uniform: USSSA official red shirt, USSSA official black shorts, USSSA red/black hat, USSSA official white socks, USSSA black ball bag or ASA official shirt, ASA official black navy-blue slacks or coaches shorts, ASA official hat, and black shoes. **Both uniforms require the following; plate brush and ball indicator.
 - d. Volleyball: Solid white polo type shirt. Dark navy or black slacks, black socks and black shoes.
 - e. Soccer: Shirt approved by the USSF yellow/gold shirt with black pinstripes; in the

event of a color conflict between officials and the field players of either team, the officials shall change to a distinct color jersey from the field players of both teams. Black shorts or long trousers. Predominately black shoes and black stocking with white stripes. Solid black cap, if worn.

- f. Baseball: Gray pants (either Heather Gray or Charcoal Gray) with navy or powder blue shirt. Undershirts shall be navy. When needed, a navy blue jacket or coat shall be worn. All umpires on a crew must be dressed alike. Navy caps must be worn. **Both uniforms require the following; plate brush and ball indicator.
 - g. Kickball: Striped shirt, black pants/shorts (Officials will present a uniform appearance, all in shorts, or all in pants). When shorts are worn, officials will wear white socks and black shoes. Black cap, if worn. When pants are worn, officials will wear black socks and black shoes. ** Uniforms require the following; plate brush and ball indicator.
13. Forfeited/Canceled Games: The contractor shall be given a minimum of two hours notice in the event a game/match must be forfeited. If a two hour notice is given, no payment will be made; if a two hour notice is not given, 100 percent of the original fee will be paid for the first game only. If the last scheduled game is a forfeit, no payment will be made for that game.
14. Rained Out Games: In the event that games must be canceled due to rain or bad weather conditions, the contractor shall be notified as soon as the Recreation Coordinator makes a decision during bad weather conditions. If a two hour notice, no payment will be made; if a two hour notice is not given, 100 percent of the original fee will be paid for the first game only. If the games are in progress and the officials are at the playing field when the bad weather exists, the officials shall be paid for those games/matches in progress only. If subsequent games are canceled due to weather no payment will be made for those matches. Officials are required to notify the Recreation Coordinator (telephone number to be provided) in the event that weather conditions prohibit continued play.
15. Rescheduled games: Occasionally the schedule must be changed due to unforeseen circumstances. If an emergency requires the cancellation of games with two (2) hour notice no payment will be made, if a two hour notice is not given, 100 percent of the original fee will be paid for the first game only.
16. Playing Season: Playing seasons are subject to be changed or modified as a result of increase or decrease in participation, staffing or availability of facility changes. The current playing seasons for each individual youth and adult sports are as follows:
- a. Adult basketball: Year round
 - b. Adult softball: March - September
 - c. Adult flag football: August – December
 - d. Adult volleyball: February - May
 - e. Adult soccer: June - October
 - f. Adult kickball: April - June

- g. Youth basketball: Year round
 - h. Youth softball: March - September
 - i. Youth football: August – December
 - j. Youth volleyball: February - May
 - k. Youth soccer: June - October
 - l. Youth baseball: May - September
 - m. Youth kickball: April - June
17. Number of games is subject to change due to extension/reduction of the season or decrease/increase in teams, and the possibility of the sport being eliminated due to lack of funds.
18. The contractor will be paid monthly on the submission of proper invoices for the services performed or supplies furnished during the preceding month. Invoices shall be submitted on a monthly basis covering the items furnished the preceding month pursuant to the Invoice .

CITY OF JACKSON, MISSISSIPPI
PROPOSAL FORM

PLEASE RETURN THIS SECTION IN ITS ENTIRETY

NOTICE TO BIDDERS:

FOR DELIVERY OR MAILING INSTRUCTIONS:

1. Submit one (1) original and two (2) copies of your Bid Package.
2. **MAILING ADDRESS:** City Clerk's Office of Jackson
Post Office Box 17
Jackson, MS 39205
3. **DELIVERY ADDRESS:** City Clerk's Office of Jackson
219 South President Street
Jackson, MS 39201
4. Note the following on the outside of your bid envelope:
Bid No. 09649-110414; to be opened November 04, 2014

In accordance with your Notice of October 02 & 09, 2014, I bid as follows:

Thirty-Six Months of Providing Umpires, Referees & Other Various Sport Officials

Term: January 01, 2015 through December 31, 2017

COMPANY NAME _____	
<u>ITEM</u>	<u>DESCRIPTION</u>
1.	Submit prices for all Sports that your Company can provide officials for. Submit prices per game, this will be paid on a monthly basis. Submit official roster, along with certifications of all personnel. Submit liability insurance certificates, a copy of your Company's Workman's Compensation Insurance and three (3) business reference letters.

You may bid to furnish referees to officiate all sports or a group of sports according to you specialty.

Youth:

Price per game:

- | | |
|--|-------|
| (a) Softball –ASA, USSSA, MHSAA, MSAIS, NFHS and Local By-Laws | _____ |
| (b) Basketball – MHSAA,MSAIS, NFHS and Local By-Laws | _____ |
| (c) Football – MHSAA, MSAIS, NFHS and Local By-Laws | _____ |
| (d) Volleyball-MHSAA, MSAIS, NFHS and Local By-Laws | _____ |
| (e) Soccer – USSF and Local By-Laws | _____ |

(f) Kickball – WAKA and Local By-Laws _____

(g) Baseball – MHSAA, MSAIS, NFHS, and Local By-Laws _____

Adult:

Price per game:

(a) Softball - ASA, USSSA and Local By-Laws _____

(b) Basketball - MHSAA, MSAIS, NFHS and Local By-Laws _____

(c) Flag Football - NIRSA, MHSAA, MSAIS, NFHS and Local By-Laws _____

(d) Volleyball-MHSAA, MSAIS, NFHS and Local By-Laws _____

(e) Soccer – USSF and Local By-Laws _____

(f) Kickball – WAKA and Local By-Laws _____

The above shall comply with the specifications included in the Notice to Dealers, with any and all exceptions noted in a separate document.

Do not submit prices for more than one product, or the same product per item. Alternate bids are not acceptable, unless submitted in a separate sealed envelope.

This bid must be valid for 60 days after bid opening. If this bid is good for longer than 60 days, then state how long this bid is good for _____.

The above will be delivered F.O.B., prepaid and allowed, Jackson, Mississippi, within _____ days after receipt of your purchase order.

SALES TAX AND FEDERAL EXCISE TAX ARE NOT TO BE INCLUDED IN ABOVE PRICE.

THE CITY OF JACKSON ASSUMES NO TAX LIABILITY

BID SUBMITTED BY:
PLEASE TYPE OR PRINT

**Complete Legal Name
of Bidder:** _____

**Mailing
Address:** _____

City: _____ **State:** _____ **Zip Code:** _____

Physical Address, Principal Place of Business: _____

City: _____ **State:** _____ **Zip Code:** _____

Name of Person Submitting Proposal: _____

Signature of Person Submitting Proposal: _____
(Required)

Date: _____, 2014 **E-Mail Address:** _____

Telephone No.: _____/_____
Fax No.: _____/_____

****The (EBO) Application form must be completed by all vendors and returned with ALL bids. The EBO staff is available at, (601) 960-1856 to assist you with any questions you may have in preparing the EBO Application.**